

Costume Design Assistant

The Costume Design Assistant facilitates the work of the Costume Designer. Duties vary with each project.

Basic Responsibilities

- Familiarize yourself with the script and the Costume Designer's action chart
- Assist in the preparation of a "show bible" with contact information, measurement charts, costume sketches, swatches, research, sourcing information, etc.
- Set up dressing room prior to fitting.
- Take fitting notes; see that all show items are properly labeled and routed
- Assist in the construction process; this may include a special construction project
- Organize dressing lists into a costume inventory piece list for the Wardrobe Crew
- Attend dress rehearsals and take notes
- Help attend to costume notes during the dress rehearsal period
- Keep a daily log of meetings, fittings and other tasks; include all hours worked

Additional Responsibilities

- Pull costume items, fabrics and trims as requested
- Purchase costume items, fabrics and trims as requested
- Follow proper purchasing procedures; submit receipts in a timely manner and report expenditures to the Costume Designer and Costume Shop Supervisor as necessary
- Help coordinate quick change rehearsals if applicable

Participation

- Regular meetings with costume designer and faculty advisor
- First Meeting (Director's Presentation)
- Design meetings 1 through 6
- Weekly production meetings
- All costume fittings (as your schedule allows).
- Appropriate run-throughs
- All dress rehearsals
- Strike
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Any release from these assigned tasks must be approved by the faculty advisor in advance.